

Antrim Brethren in Christ Church is seeking a full-time Facility Manager to join our staff. The focus of the position is to manage the day-to-day care and use of the building and to promote our ministry to the community and building God's kingdom.

The Facility Manager will use his/her gifts of administration and management to ensure we represent the Kingdom and Antrim Brethren in Christ Church; to keep the building well maintained and effectively managed; to act as a liaison between the Antrim Staff, congregation, and the community for the purpose of building relationships and encouraging the use of facilities in support of the ministry vision and objectives.

This is considered a management position and includes hands-on responsibilities. The successful candidate must have management experience, possess basic computer skills and be able to learn software relating to facilities management - i.e. Microsoft Word, Excel, Outlook, QuickBooks, Micromain (Property Management Software). The person must have the skills to make general repairs and adjustments as well as possess excellent interpersonal and communication skills

Antrim BIC offers a competitive salary and fringe benefits package that includes family medical coverage, retirement contributions, generous paid time off, and training/educational opportunities.